

MINUTES
GREEN BAY TRANSIT COMMISSION
Wednesday, September 20, 2017
901 University Avenue, Commission Room
8:15 a.m.

MEMBERS PRESENT: Roger Kolb, Chair; John Withbroe, Secretary; Alderman Randy Scannell, Rashad Cobb, Emily Ysebaert and Ron Antonneau

EXCUSED: Vice Chair; Kevin Kuehn

STAFF PRESENT: Patty Kiewiz, Transit Director; Essie Fels, Recording Secretary; Alex Sweetman, Accountant; and Jennifer Hallam-Nelson, Mobility Coordinator

OTHERS PRESENT: Lisa Conard, Brown County Planning; Alderperson Dave Nenning and Vincent Caldara, MV Transportation

1. Call the meeting to order

Chair R. Kolb called the meeting to order at 8:15 a.m.

2. Approval of Agenda

R. Scannell made a motion to approve the August 16, 2017 agenda. E. Ysebaert seconded the motion. Motion carried.

3. Approval of the minutes of the August 16, 2017 meeting

R. Antonneau made a motion to approve the minutes from the August 16, 2017 meeting. R. Scannell seconded the motion. Motion carried.

4. Discussion/Action: Bus Service Agreement with Ashwaubenon School District

Director Kiewiz stated staff has worked on a program with Ashwaubenon Schools similar to the Green Bay Area Public School District and the U-Pass program.

This program will allow students unlimited access to all fixed route services offered by Green Bay Metro, all year long, during all service hours. Giving students the ability to; participate in after school activities, obtain a job and to attend social events.

R. Antonneau made a motion to approve the Bus Service Agreement with Ashwaubenon School District. E. Ysebaert seconded the motion. Motion carried.

5. Discussion/Action: Upgrade Security Cameras and Facility Access

Director Kiewiz stated the current camera and facility systems at transit were installed in 2009. There have been a couple modifications through the past 8 years to the existing system. However, the systems in place are outdated and inadequate for Metro's needs. The requested project would replace all existing cameras with cameras of better clarity and have the ability to zoom. Metro is seeking to find a system that would be user friendly and have the ability to store more data. The facility access system would track all access; have the ability to limit access and include an intercom system for Dispatch.

On July 20, 2017 the City of Green Bay Purchasing Dept. issued a Request for Purchase on (RFP) on behalf of Green Bay Metro for the security camera and facility access upgrade. All sealed bids have been received and recorded by Purchasing. However, staff is in the process of conducting presentations with the potential vendors before the final vendor would be selected.

In an effort to keep the project moving and to ensure project completion in a timely manner in order to utilize federal grant dollars, staff is requesting an approval with a "not to exceed amount." This project would be funded 80% by federal grants and the remaining 20% by local funds, which have been secured.

R. Antonneau made a motion to approve the award for the project to the lowest responsive, responsible vendor with the amount not to exceed \$130,000. E. Ysebaert seconded the motion. Motion carried.

6. Discussion regarding the Green Bay Metro Quarterly Route Data and Analysis Report – August 2017, by Brown County Planning Commission

L. Conard stated you should have received a copy of the August version of the route review in your packet. She noted that the Brown County Planning Commission conducts route reviews on a quarterly basis each year in February, May, August, and November. She explained this report is informational only. It is a relatively routine report. Typically your best routes tend to be always at the top performance standards. You have a few that fall to the bottom. And it has been consistent for a very long time. When the November route review is conducted you will see the mix change and that is largely due to the initiative Director Kiewiz implemented with Green Bay Public School students utilizing fixed route systems. Lisa stated that if the Commission would have any questions, she would be happy to answer them.

7. Operational Reports

Director Kiewiz stated in your packets is the operational reports. Director Kiewiz gave a brief overview of the ridership reports for Fixed Route, Paratransit and August's monthly schedule adherence, which is at 93.9%. Director Kiewiz stated that if the Commission would have any questions, she would be happy to answer them.

R. Cobb commented a method to assure the parents of how safe their children are on the public transportation is to track how many times the Police Department is called to the bus. Director Kiewiz stated this information is tracked and logged daily.

8. Financial Reports

Director Kiewiz stated in your packets you will find the operating expense report for January through July. She gave a brief overview of the revenue and expense reports. Currently, Metro is under budget.

9. Directors Reports

Director Kiewiz stated in your packets was a letter to the Governor for the Capital Assistance Program.

The first round of Metro's budget has been submitted to the City. Our budget will be consistent where it has been; we are not expecting an increase.

Metro has once again, won the TMI (Transit Mutual Insurance) 2016 Driving Incentive Program; with zero accidents. Metro has received a \$1,000 check that Director Kiewiz stated will be used for a food day and/or something on the operator's wish list.

10. Other Business

No other business.

11. Establish the date of the next meeting

The next meeting of the Transit Commission is scheduled for Wednesday, October 18, 2017 at 8:15 a.m.

12. Adjourn

Motion made by R. Scannell, seconded by R. Antonneau, to adjourn at 8:43 a.m. Motion carried.

Respectfully submitted,

Essie Fels
Recording Secretary